

**DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
STATE PROCUREMENT BUREAU**

<http://gsd.mt.gov/>



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**MEMORANDUM**

**TO:** All State Agencies  
**FROM:** Brad Sanders, Chief  
**DATE:** March 3, 2011  
**SUBJECT:** Fiscal Year End Deadline for Solicitations

The State Procurement Bureau has established the following deadlines for projects that will require a signed contract or purchase order by June 30, 2011. Requests received after these dates may not be completed by fiscal year end. Please contact me at 444-1459 if you have any questions on the deadlines.

- April 1, 2011 - Request for Proposals
- May 2, 2011 - Invitation for Bids

In addition, agencies required to have prior approval from OBPP on large projects (>\$200,000) may want to begin this process earlier in order to meet the deadlines noted above.